

**CARROLL COMPOSITE SQUADRON CADET CORPS**

# **Cadet Basic Training Lesson Plans**



**United States Air Force Auxiliary**

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## Lesson 1: CBT Uniform, Fit and Wear

**Objective:** To introduce the Basics to their first uniforms of CBT. This class will also teach them about grooming and fitness standards.

**Time Allotted:** 15 minutes

### Lesson Plan:

- I. Two Uniforms in CBT
  - a. BDU's
    - i. Will be issued during third week
  - b. CBT Uniform
    - i. Will be worn until BDU's are issued
- II. CBT Uniform Components:
  - a. CBT Shirt
    - i. Mud-brown t-shirt
  - b. Blue jeans
    - i. Not baggy
    - ii. No "carpenter style" jeans allowed
    - iii. Will not have holes, rips, or stains
  - c. Sneakers
- III. CBT Grooming Standards
  - a. Haircut
    - i. Conforms to CAPM 39-1
  - b. Facial Hair
    - i. No beard, mustaches must be within regulations
  - c. Other Regulations
    - i. All CAPM 39-1 grooming standards apply to CBT Uniform
- IV. Representing CAP and CBT while in uniform
  - a. Act appropriately

- ii. Created to aid nation in World War II
- b. Flew cargo missions
- c. Towed targets for air-to-air practice for Army Air Corps
- d. Looked for German U-Boats off Atlantic coast
  - i. During one patrol, a U-boat escaped before AAF fighters could attack
  - ii. CAP aircraft armed with depth charges
    - 1. CAP aircraft sank 2 German U-Boats
- e. Search and Rescue
- f. May 26, 1948: Congress passed Public Law 557, making CAP the official Auxiliary of the USAF

## II. Leadership 1

- a. Duties and Responsibilities
  - i. Element member, element leader
- b. Basics will learn
  - i. Basic Drill
  - ii. Reporting
  - iii. Flight procedures
- c. Testing
  - i. Must pass test to graduate
  - ii. If doesn't pass test 3 times, Basic will be recycled
- d. Discipline
  - i. Self-discipline
  - ii. Flight task done as group
- e. CAP Missions
  - i. Aerospace Education
    - 1. Teach Aerospace to internal members and general public
  - ii. Cadet Program
    - 1. Rank Structure
    - 2. Promotion schedule/how to get promoted
  - iii. Emergency Services
    - 1. Search and Rescue (SAR)

2. Civil Defense
3. Disaster relief

### III. Customs and Courtesies

- a. Saluting
  - i. When to salute
  - ii. Who is saluted
    1. CAP Cadet Officers
    2. CAP Senior Officers
    3. US Military Officers
    4. President
    5. U.S. Flag
    6. Medal of Honor recipients
    7. Officers of friendly nations
- b. Indoor Customs and Courtesies
  - i. Hallways and Stairways
    1. Never have your back on the wall unless “hitting the wall.”
    2. When an officer walks by, come to attention and hit the wall, and greet if appropriate

## Lesson 3: Fit and Wear of Battle Dress Uniform

**Objective:** To introduce the BDU to new Basics. This class teaches them how and where to place the accoutrements that belong on their uniform. This class should be conducted with CBTM 2 and CAPM 39-1 to use for pictures and diagrams.

Time Allotted: 25 minutes

### Lesson Plan:

- I. CAP vs. USAF Uniform
  - a. Headgear insignia
  - b. Distinctive CAP Insignia
  - c. Grade insignia
- II. When to wear the uniform
  - a. CAP Meetings
  - b. Public appearances as a part of a CAP group
  - c. CAP operational missions
  - d. Official government functions as a CAP representative
  - e. Visiting military installations
  - f. Flying in military aircraft
- III. When not to wear Uniform
  - a. Any environment which would discredit CAP or its members
  - b. Political activities
  - c. Paid employment not connected with CAP
  - d. Participating in sports events
  - e. Social functions having no relation to CAP
- IV. Care for Uniform
  - a. Washing the Uniform
    - i. No bleach, follow tag directions
  - b. Ironing the Uniform
    - i. Starch heavily, iron, make uniform extremely stiff
  - c. Storing the uniform
    - i. On hangers, pants folded in half over horizontal hanger bar
  - d. Shining boots
    - i. Clean boots with horsehair brush
    - ii. Apply first coat of boot polish
    - iii. Buff shine with horsehair brush
    - iv. Apply polish/ice water mixture with fingertip using small circles
    - v. Continue with ice water/polish until shine is achieved

V. Wearing the Uniform

- a. Blousing Trousers
  - i. Blousing bands, can be bought through bookstore or hockshop
- b. Rolling sleeves
  - i. Teach on example blouse
- c. Gig line
  - i. Identify on BDU's, explain on Class B
- d. Accoutrements
  - i. Define and identify
- e. Cover
  - i. Army/Air Force patrol cap
  - ii. No Navy/USMC covers
- f. Jackets
  - i. Civilian jackets are permitted
  - ii. BDU jackets prepared same as BDU shirt

VI. Grooming Standards

- a. Male
  - i. Hair
    - 1. Short and conformed to head
    - 2. Doesn't touch collar or ears
    - 3. No unnatural gels or dyes
  - ii. Moustache
    - 1. Must not extend past corners of mouth
  - iii. Sideburns
    - 1. Must not extend below earlobes
  - iv. Jewelry
    - 1. No visible jewelry
    - 2. Religious symbols may be worn, but may not be visible
    - 3. Wristwatches are permitted
  - v. Overall Appearance
    - 1. Professional
    - 2. Appropriate to Air Force image
- b. Female
  - i. Hair
    - 1. Styled to present professional appearance
    - 2. Plain and conservative pins, combs, headbands, elastic bands, and barrettes similar to individual's hair color permitted
    - 3. Not worn in fad style or violate safety requirements
    - 4. Will not extend below bottom of shirt edge of shirt collar
  - ii. Cosmetics
    - 1. Conservative and in good taste
  - iii. Jewelry
    - 1. Small, round conservative, gold, white pearl, or silver earrings may be worn
    - 2. One earring per ear, only

3. No other visible jewelry
4. Religious symbols may be worn, but may not be visible
5. Wristwatches are permitted
- iv. Overall appearance
  1. Professional
  2. Appropriate to Air Force image

## VII. Parts of Uniform

- a. Cover
  - i. Army/Air Force Patrol Cap Style
  - ii. Not the Navy/USMC style
  - iii. Not a camouflaged baseball cap
- b. BDU Blouse
  - i. Ironed, starched
  - ii. No pens, pencils visible
  - iii. No pockets open
  - iv. Sleeves
    1. Have a crease in it when down
- c. BDU Trousers
  - i. Ironed, no starch
  - ii. Crease in center of both legs
  - iii. Bloused
  - iv. No pockets open
- d. Belt
  - i. Color – dark blue
  - ii. Buckle – subdued or black
  - iii. Adjust length by cutting off excess
- e. Undershirt
  - i. Crew Neck
  - ii. Brown (will be replaced with black squadron t-shirt after graduation)
  - iii. Closely fitting around front of neck
- f. Blousing Bands
  - i. How to blouse
- g. Insignia, Patches
  - i. Grade Insignia
    1. Metal chevron on right side
    2. Placed 1” from bottom edge of collar, aligned with bottom edge of collar
    3. Centered
  - ii. CAP Cutouts
    1. Metal Letters on left side
    2. Placed 1” from bottom edge of collar, aligned with bottom edge of collar
    3. Centered
  - iii. Nametape
    1. Resting on, but not over right pocket



2. Fold edges in – do not cut!
- iv. CAP Tape
  1. Resting on, but not over left breast pocket
  2. Fold edges in – do not cut!
- v. Shoulder Patch
  1. Placed  $\frac{1}{2}$  below left shoulder seam
  2. Center of MD Seal aligned with shoulder crease
  3. Ironed crease in center
- vi. Boots
  1. Clean
  2. Polished
  3. In good repair

#### VIII. How to obtain uniforms and uniform items

- a. Squadron supply
  - i. Squadron/CAP supply is Air Force surplus
  - ii. Must still meet required appearance standards
  - iii. May not be available in your size
  - iv. If available, wearer is responsible for upkeep
  - v. Property of CAP – wearer must return if outgrown
- b. Free Cadet Uniform program (Blues only)
  - i. FCU form filled out when you first joined CAP
  - ii. Not really free – the Air Force pays nearly \$1 Million annually for them!
  - iii. Provides a free basic blues uniform:
    1. Flight Cap
    2. Blue shirt/blouse (short-sleeved)
    3. Trousers
    4. Belt & buckle
    5. Shoes
  - iv. Does not provide any insignia or patches
  - v. Long-sleeved shirt must be obtained separately
  - vi. Jacket/Coat must be obtained separately
  - vii. Property of CAP
    1. Must be returned when outgrown
- c. Purchase
  - i. Military Clothing and sales (AAFES) stores
    1. Andrews AFB
    2. Bolling AFB
    3. Ft. Meade
    4. Aberdeen Proving Grounds
    5. Special Notes:
      - a. Must have current CAP membership card in your possession
      - b. Must comply with base security requirements
      - c. May purchase basic uniforms, only. CAP distinctive patches and insignia are not sold at these locations

- ii. CAP Bookstore
  - 1. Catalog available online at [http://www.capnhq.gov/nhq/bookstore/2001\\_Catalog.pdf](http://www.capnhq.gov/nhq/bookstore/2001_Catalog.pdf)
  - 2. Toll Free Order Number: 1-800-633-8768
  - 3. CAP insignia, patches may be purchased as well as uniform items
- iii. The CAP Hock Shop
  - 1. Catalog available online at <http://www.thehock.com>
  - 2. Toll Free Order Number: 1-800-THE-HOCK
  - 3. CAP insignia, patches may be purchased as well as uniform items
- iv. Purchased items are your personal property
  - 1. Still required to meet AF/CAP standards (per the Cadet Oath)

## Lesson 4: CAP Operations

**Objective:** To introduce the Basics to how CAP, Carroll Squadron, and the flight works.  
Provides basic knowledge on how to be a cadet in CAP.

**Time Allotted:** 50 minutes

### Lesson Plan:

- I. Squadron
  - a. Concept
    - i. Heart of CAP
    - ii. Recruit all new members (YOU)
    - iii. Provides ground team, aerospace, and leadership training
    - iv. Call downs (purpose, content)
- II. Flight
  - a. Concept of Flight
    - i. Members, Staff, and TACOs
    - ii. Alpha, Bravo, and Training
- III. Flight Members
  - a. Element Members
    - i. Similar position to Basic in CBT
    - ii. Bottom of the chain of command, follower entirely
    - iii. May hold additional duty position
      - 1. Reports to duty position supervisor for duty issues, only
      - 2. Reports to Flight Sergeant / Flight Commander / Element Leader for all other purposes
  - b. Element Leaders
    - i. Contact Element Members to inform of meetings, activities, and determine attendance
    - ii. Fill in position of Flight Sergeant when Flight Sergeant is absent
    - iii. Trained by Flight Sergeant
      - 1. Most Element Members go on to become Flight Sergeants
- IV. Flight Staff
  - a. Flight Sergeants
    - i. Cadet NCO
    - ii. Responsible for all Flight Members
    - iii. Trains and motivates Flight Members (uniforms, customs and courtesies, memory work, drill)
    - iv. Sets example for Flight Members to follow
    - v. Makes on the spot corrections of Flight Members
    - vi. Prepares Flight for inspection
    - vii. Is the GO-TO person for all Members

- 1. Gets questions answered
    - viii. Assists Flight Commander
    - ix. Link between Element Leaders and Flight Commander (call downs)
    - x. Ensures that all Flight members are present and accounted for at squadron meetings and activities
  - b. Flight Commander
    - i. Junior Cadet Officer or Senior Cadet NCO
    - ii. Responsible for entire Flight
    - iii. Drills, inspects, tests, Flight
    - iv. Trains Flight Sergeants and Flight members
    - v. Ensures that Flight gets required training
    - vi. Ensures that Flight is properly supplied
    - vii. Gets answers to Flight Sergeant's questions
    - viii. Ensures that all Flight members are present and accounted for at squadron meetings and activities
    - ix. Link between Cadet Deputy Commander and Flight Sergeant (call downs only)
- V. Cadet Command Staff
- a. Cadet Executive Officer
    - i. Commands Executive Staff
      - 1. Cadet Public Affairs Officer
      - 2. Cadet Administrative Officer
      - 3. Cadet Logistics
      - 4. Any other behind the scenes/support staff
    - ii. Gets answers to Cadet Executive Staff questions
    - iii. Assists Cadet Commander
  - b. Cadet Deputy Commander
    - i. Commands Flight Commanders
    - ii. Commands CBT Staff
    - iii. Counsels Flight Staff
    - iv. Assist Cadet Commander
  - c. Cadet Commander
    - i. Commander of entire cadet corps
    - ii. Link between Senior Members and cadets
    - iii. Between Deputy Commander for Cadets and Cadet Deputy Commander/Cadet Executive Officer (call downs)
- VI. Senior Member Positions
- a. Squadron Commander (top of chain of command within squadron)
  - b. Deputy Commander for Seniors
  - c. Deputy Commander for Cadets
  - d. Other positions
- VII. Cadet Advancement
- a. Requirements

- i. Leadership and Aerospace tests
  - ii. CPFT's
  - iii. Aerospace Ed, Moral Leadership
  - iv. Promotion Review Board
    - 1. Some promotions will require your appearance before the board
- b. Staff
  - i. How to become staff

#### VIII. Squadron Meetings/Other Activities

- a. Meetings
  - i. Weekly Schedules
  - ii. Information disseminated by weekly call-downs
  - iii. Meeting info/schedule on Squadron website (<http://carroll.mdwg.cap.gov>)
- b. Activities
  - i. Orientation flights
  - ii. Color Guard
  - iii. Cadet Advisory Council Command Council, etc.
  - iv. More information on Opportunities in CAP Class in two weeks

## Lesson 5: Opportunities in CAP

**Objective:** To teach the soon-to-be Cadets know of all their opportunities in CAP at the squadron, wing, and national level.

Time Allotted: 20 minutes

### Lesson Plan:

- I. Squadron Opportunities
  - a. Promotions
    - i. 14 promotions from C/Amn to C/Col
    - ii. Different requirements for each promotion
    - iii. Usually needs to pass leadership chapter and one aerospace chapter
  - b. Moral Leadership Program
    - i. Cadet will lead or participate in session
  - c. Squadron Staff / Leadership Opportunities
    - i. Flight Staff
    - ii. Executive Staff
    - iii. Command Staff
    - iv. Color Guard
    - v. Drill Team
    - vi. Recruiting
    - vii. Admin
    - viii. Emergency Services
  - d. Joint operations with other squadrons, local law enforcement, local military organizations
- II. Wing Opportunities
  - a. Cadet Advisory Council
    - i. 1 Squadron representative, 1 Squadron Alternate
    - ii. Monthly meetings with other CAC reps from other squadrons at Wing HQ
    - iii. Make recommendations to MD Wing Director of Cadet Programs and Wing Commander
  - b. Cadet Speak-Off Competition
    - i. Public speaking contest in basic, impromptu, and advanced categories
    - ii. Winners of MD Wing competition compete against other MER Wings at MER conference
    - iii. MER winners compete against other regions at National Conference
  - c. Encampment
    - i. One to two week basic-training style activity
    - ii. Curriculum
      1. Teamwork
      2. Leadership
      3. Self-discipline
      4. Time and stress management

- 5. Aerospace
- 6. Military training orientation
- d. Military Training
  - i. Rappel classes with National Guard rappel masters
  - ii. Guardsman for a Day program with MD Army National Guard and Air National Guard
  - iii. Joint training opportunities with Guard (opposition force training, support staffing during training, etc.)
  - iv. Age or other restrictions may apply
- e. Solo School
  - i. For cadet officers, only
  - ii. Pilot instruction given
  - iii. Cadets solo in Cessna 172 aircraft
- f. Glider Academy
- g. Cadet Competition
  - i. Team – Areas of competition
    - 1. Physical fitness
      - a. Volleyball
      - b. Mile run
    - 2. Cadet Bowl
      - a. Written Exam
      - b. Panel Quiz
    - 3. Drill Competition
      - a. Inspection
      - b. Standard Drill
      - c. Innovative Drill
  - ii. Color Guard Competition
    - 1. Physical fitness – mile run
    - 2. Written exam
    - 3. Inspection
    - 4. Standard Drill

### III. National Cadet Special Activities

- a. Engineering Technologies Academy
  - i. Cadets are introduced to engineering by completing hands-on projects and working alongside engineering professors and NASA researchers
- b. Advanced Technology Cadet National Academy
  - i. Learn to work with Satellite Tool Kit to track SARSAT spacecraft and CAP airborne video/imaging to locate missing aircraft
- c. Air Force Air Education & Training Command Familiarization Course
  - i. Introduction to Air Force flight training
  - ii. Cadets train with Air Force student pilots and instructors
- d. Air Force Pararescue Orientation Course
  - i. Introduces cadets to techniques used by Air Force pararescuemen while actively participating in various facets of Air Force pararescue training.

- ii. Curriculum includes land navigation, survival techniques, rock climbing, rappelling, and other skills used in rescue operations.
    - iii. Cadets do not actually parachute at this activity
  - e. Air Force Pararescue Orientation Course (Advanced)
    - i. Mountaineering track
      - 1. Develop rock-climbing skills
      - 2. Learn vertical rescue techniques
    - ii. Navigation track
      - 1. Learn additional survival techniques
      - 2. Hike New Mexico wilderness up to Rosilla Peak (10,637 feet).
    - iii. Pararescue Medical training
  - f. Air Force Space Command Familiarization Course
    - i. Orientation to Air Force Space Command:
      - 1. Orbital mechanics
      - 2. Domestic and foreign launch capabilities
      - 3. Satellite operations
      - 4. Missile warning
      - 5. ICBM facilities
    - ii. Tours of NORAD, ICBM sites, and the USAF Academy (for Peterson AFB, CO students), or the Kennedy Space Center and Embry-Riddle Aeronautical University (for Patrick AFB, FL students)
  - g. Air Force Weather Agency Familiarization Course
    - i. Curriculum
      - 1. Meteorology
      - 2. Careers in the Air Force Weather Agency
      - 3. Aerospace careers that require knowledge of weather systems.
    - ii. Training
      - 1. Weather interpretation
      - 2. Contour mapping
      - 3. Severe weather analysis
      - 4. Storm spotting
      - 5. Space/weather environment.
    - iii. Students tour the U.S. Strategic Command Museum
  - h. Airline Training Familiarization Course
    - i. Ideal for a cadet who dreams of becoming a professional airline pilot
    - ii. Three weeks at Jacksonville University
    - iii. Students log 15 hours of flight time
    - iv. May include the opportunity to "solo" aircraft
  - i. Cadet Officer School
    - i. Patterned after the US Air Force's Squadron Officer School
    - ii. In-depth study of the skills of leadership
    - iii. Lecture, seminar, and hands-on training
    - iv. Learn Air Force approach to psychology of leadership, problem solving techniques, effective writing, effective speaking, and group dynamics
    - v. Guest speakers from military and industry on human relations, critical thinking, leadership and national security issues



- j. National Blue Beret
  - i. Support the Experimental Aircraft Association air show at Oshkosh, WI
  - ii. Flight line control, exhibits, crowd control, etc.
  - iii. Aircraft marshaling and electronic direction finding of ELT emissions
- k. National Ground Search and Rescue Academy
  - i. Train personnel to become ground team members
  - ii. Survival Training
- l. National Ground Search and Rescue Academy (Advanced)
  - i. Train personnel to become ground team leaders
  - ii. Advanced survival skills
- m. National Flight Academy – Glider
  - i. Opportunity to fly a sailplane
  - ii. Get instruction from Certified Flight Instructors
  - iii. Advanced training available
- n. National Flight Academy – Power
  - i. Based on the US Air Force's Flight Screening Program
  - ii. 25 hours of ground instruction
  - iii. 10 hours of flight training in Cessna 172/182
  - iv. 10 additional hours of observer flying
  - v. Tours of aviation museums, aircraft reconstruction hangars, air traffic control tower (depending on location)
- o. National Honor Guard Academy
  - i. Advanced training in Honor Guard drill and ceremonies from USAF Honor Guard personnel
  - ii. 10-12 hours per day of standing while twisting, throwing rifles, marching, plus additional physical fitness training
- p. National Military Music Academy
  - i. Provide leadership training to musically skilled cadets and seniors
  - ii. Fife and drum training
  - iii. Other music for ceremonial duties
- q. International Air Cadet Exchange (IACE)
  - i. Exchange with similar organizations in Canada, Europe, Middle and Far East
  - ii. Cadets travel to foreign countries and learn about their civil and military aviation and space programs
  - iii. Stateside cadets host visitors from foreign countries
  - iv. Promotes international goodwill

#### IV. Your military career

- a. Mitchell recipients who enlist in the Air Force or Army start as E-3 after completing Basic Training
  - i. Air Force: Airman First Class
  - ii. Army: Private First Class
  - iii. Two pay grades higher than the rest of your Basics!
- b. CAP Cadet Officer status entitles you to advanced consideration in ROTC and military academy appointments (assuming equal academic record)